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## ***Memorandum***

TO: BATA Oversight Committee

DATE: July 3, 2013

FR: Executive Director

W. I. 1253

RE: Purchase Order Amendment – Purchase of 20,000 FasTrak® Standard Toll Tags: 3M Corporation (\$228,900)

In November 2012, based on the results from a competitive Invitation For Bids (IFB) process, BATA issued a purchase order to 3M Corporation to purchase 150,000 standard toll tags for the FasTrak® Regional Customer Service Center (CSC) project. The purchase order included an option for BATA to purchase up to an additional 50,000 standard toll tags at a unit cost of \$10.50 per tag plus tax at any time after the initial quantity of toll tags had been ordered. This committee authorized the purchase of 30,000 toll tags from the option quantity at last month's meeting.

The implementation of All Electronic Tolling (AET) on the Golden Gate Bridge has driven many former cash paying customers to obtain toll tags. The number of FasTrak® transactions from AET has exceeded our projections and is likely resulting in greater toll tag demand. So while BATA has experienced some tough growing pains with the ramp up of AET, this higher than expected demand for FasTrak tolls tags is one piece of good news. During the coming summer months, staff expects continued high demand for the toll tags currently in stock and those authorized last month. As such, staff is requesting the Committee to approve the purchase of the remaining option quantity of 20,000 standard toll tags to maintain a sufficient supply to meet demand. A new Invitation for Bid (IFB) will be issued in the upcoming months to procure additional tags.

## ***Recommendation***

Staff recommends that the Committee authorize the Executive Director or his designee to issue a purchase order amendment to 3M Corporation in an amount not to exceed \$228,900 to furnish 20,000 standard toll tags for the FasTrak® CSC project.

  
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Steve Heminger

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## REQUEST FOR COMMITTEE APPROVAL

### Summary of Purchase Order Amendment

Work Item No.:	1253
Vendor:	3M Corporation, Irvine, CA
Work Project Title:	FasTrak <sup>®</sup> Toll Tag Procurement
Purpose of Project:	To provide standard toll tags for the FasTrak <sup>®</sup> Regional CSC project.
Brief Scope of Work:	Exercise the option to purchase an additional 20,000 standard toll tags for the FasTrak <sup>®</sup> Regional CSC project.
Project Cost Not to Exceed:	This purchase order amendment - \$228,900 Previous purchase order amount - \$2,055,376 New total maximum purchase order amount - \$2,284,276
Funding Source:	BATA Toll Bridge Rehabilitation Funds
Fiscal Impact:	Project costs are consistent with funds programmed and budgeted in the BATA FY2013-14 Budget.
Motion by Committee:	That the Executive Director or his designee is authorized to issue a purchase order amendment to 3M Corporation to provide 20,000 standard toll tags for the FasTrak <sup>®</sup> Regional Customer Service Center project as described above and in the Executive Director's memorandum dated July 3, 2013, and the Chief Financial Officer is directed to set aside funds in the amount of \$228,900 for such purchase order amendment.
BATA Oversight Committee:	<hr/> Bill Dodd, Chair
Approved:	Date: July 10, 2013